**YMC SHARING INFORMATION POLICY**

Guidance purposes is to comprise all services undertake health, education, social care, youth offending, police and support services as a whole. It is for all members of staff who work with children and young people in YMC, both employed and volunteers, working in either the public or private sectors. We have acknowledged that most decisions to share information necessitate professional judgment and our objectives is to provide the knowledge and competent therapists essential to apprise their judgement regarding when and how to share information concerning a young person with whom they are working with appropriately and adequately. Taken into consideration the main reasons why practitioners may want or need to share information, as our overall goal is to improve, enhance and promote effective outcomes for children, young people and families.

Sharing information is a crucial aspect of conveying early intervention for young people who require additional support and services; effective sharing of information can be used in safeguarding young people at risk of harm, to prevent youth crime and any other issues they may have. Our practitioners are professional in their conduct with young people and parents and are confident enough in making sound judgments in regards to when and how to share information.

YMC members of staff recognise that we must consider the significance or the potential significance of the information we hold. The information we share should be relevant to the purpose for which we are sharing it and we should only share information with those practitioners or agencies that ‘need’ to know. We have an obligation to be open and honest with young people and their families about the reasons why information needs to be shared and why particular actions need to be taken, unless otherwise stated it would adversely affect the purpose for which the information is shared. We would however, consent to share information unless it is not safe or possible to do so, or if it would undermine the prevention or detection of a crime.

Whenever information is shared, with or without consent, the information shared, when, with whom and for what purpose, should be recorded. Similarly, if a decision is taken not to share information, this should also be recorded.

The basic principles in relation to confidentiality apply whether the disclosure is internally within one organisation (e.g. within a school or a local authority) or between agencies (e.g. a social worker and a teacher). However, the sharing of information within an organisation is more likely to be

implied or expressly authorised as people would generally expect that information given for a particular purpose was to be shared within an organisation for that purpose.

Practitioners are increasingly working in multi-agency settings. It is important for practitioners to build up trust across agencies and to understand the statutory responsibilities each has in relation to safeguarding and promoting the welfare of children and young people. This will enable practitioners to share information with confidence knowing that it will be treated confidentially and only shared with those who need to know.

**INFORMATION SHARING CHECKLIST & FLOWCHART**

Before sharing information there are questions that need to be asked about:

**THE PURPOSE**

• Is there a legal basis and legitimate purpose to share the information?

• Why do you / they want this information?

• Is there a sufficient ‘need to know’?

• Is the request ‘proportionate’ to the purpose for which the disclosure is sought?

• If the purpose is clear, then what information is needed will usually be clear.

**SHARING INFORMATION BETWEEN PROFESSIONALS**

The information you are sharing:

• Is this confidential information?

• If there is no statutory obligation or consent to disclose the information, does the public

 interest in safeguarding the welfare of the young person override the public interest in

 maintaining confidentiality?

• Do you need to seek consent?

• Whose consent is needed?

• Do you already have informed consent to share the information? Is it still valid?

• Would seeking consent or informing the person to whom the information relates, place

 someone at risk of harm, prejudice a police investigation or lead to unjustified delay?

• Would sharing the information without consent cause less harm than not sharing the

 information?

• Is the information up to date and accurate?

• Does the information distinguish between fact and opinion?

• Do you need to check with an originating agency that they give permission to share the information?

**PROFESSIONAL WAYS OF SHARING INFORMATION’S**

When sharing information make sure you identify by name the person you are giving the information to, inform them that the information you are sharing is confidential and confirm what they are going to do with it.

Record accurately and securely what has been shared, why, when and with whom, including the name, job title and contact details, and why the information was shared.

Make sure any correspondence, electronic or written, is marked ‘private and confidential’ or similar. N.B. not all email is confidential or secure.

Ask the recipient to confirm receipt of the information.

If asked for information by telephone, confirm the name, job title, department and organisation of the person making the request and the reason.

Take a main switchboard telephone number and call back the enquirer via the operator

Only give the information to the named enquirer who requested it

Record details of above

**THE RECIPIENT**

• Are you giving the information to the right person?

• Are you sharing it in a secure way?

• Does the person you are giving it to know that it is confidential?

• What will they do with it? Will there be secondary disclosure? e.g. if a doctor provides

information to a school and the school passes it on to social care services.

• In the event that the person to whom the information relates is not aware that the

 information has been shared, can you safely tell them, and if so when?

• Have you recorded what information you have shared, with whom, when and why?

All the undertakings above are subject to the paramount commitment of our work with young people and their families, which is the safety and well-being of our clients.

If you require additional information in regards to the subject above please do not hesitate to contact You and Me Counselling on our contacts below, thanks.